DEVELOPER FILE CHECKLIST

Develo	per
Proper	ty Address(es)
Date of	f Application
	perty/Funding
clicking or	ne Developer Checklist/File to reflect development entity and submitted development proposal. Required forms can be accessed by a the links in this checklist or by viewing the Inspiring Communities webpage at [http://stpaul.gov/inspiringcommunities]. completed by Developer and H = Items completed by HRA.
CORRE	SPONDENCE – (FOLDER TAB 1)
	Checklist (D & H)
DEVELO	OPMENT PROPOSAL ITEMS FOR HRA REVIEW AND UNDERWRITING — (FOLDER TAB 2)
	Check one of the below application methods: (D)
	 HRA General Application for Assistance, or
	o RFP response [Title of RFP]:
ITEMS	FOR EXECUTION OF DEVELOPMENT AGREEMENT – (FOLDER TAB 3)
	Development Agreement (H)
	Attorney Letter of Opinion or Organization Board Authorization (D)
	Approval by HRA Credit Committee,(H) date:
	HRA Board Resolution (H)
	Approval by HRA Board,(H) date:
	Human Rights and Equal Employment Opportunity (HREEO) notification,(H) date:
	Name of developer's title company (D):
	Name of developer's representative(D):
	Three signature pages signed by developer (D)
	REQUIRED FOR DEVELOPER TO CLOSE – (FOLDER TAB 4) also see Property Specific Construction ecklist(s) for additional items
riic Ciic	centist(s) for additional terms
	Soft cost receipts (D)
	Acquisition fee of \$500 for non-NSP properties (D)
	Proof of Insurance [Builder's Risk, General Liability, Workman's Compensation – according to
	Development Agreement Section 8.1] (D)
	Certificate of Good Standing of development entity (D)
Closing	Documents – (FOLDER TAB 5)
	Development Agreement (H)
	One note and mortgage for each property (D&H)

Closing Documents (Continued) – (FOLDER TAB 5) □ Disbursement Agreement (D&H) □ Quit Claim Deed (H) □ Limited Warranty Deed [signed by developer and held on file at HRA] (H) □ Title Commitment/Title Insurance (D) □ HUD-1 Settlement Statement (H) □ Satisfaction of Mortgage [to be issued upon closing with end-buyer] (H)

CONSTRUCTION/PROPERTY FILE CHECKLIST

Develo	per						
Proper	ty Address(es)						
	f Application						
	perty/Funding						
clicking o	dividual Construction Checklist/File for each property associated with the development proposal. Required forms can be accessed in the links in this checklist or by viewing the Inspiring Communities webpage at [http://stpaul.gov/inspiringcommunities]. s completed by Developer and H = Items completed by HRA.						
CORRE	SPONDENCE – (FOLDER TAB 1)						
	Checklist (D&H)						
<u>SCOPE</u>	WRITING AND BIDDING – (FOLDER TAB 2) Below items submitted to HRA before for closing						
	Emailed Pre-Certification Notice from Enterprise Green Communities (D)						
	Pre-construction: Energy Efficiency Plan/HERS score (D)						
	□ Pre-construction: Radon test [rehab properties only] (D)						
	□ HUD Lead Safe Housing Requirements Screening Worksheet (D)						
	Site plans, building plans and specifications [new construction] (D)						
	Rehab Certification Form [NSP1 MHFA] or NSP3 MHFA] (D)						
FIRST I	DISBURSEMENT – (FOLDER TAB 3) Below items submitted to HRA before for closing						
	State of Minnesota General Construction License (D)						
	Section 3 Action Plan and Core Workforce List (D)						
	Sworn Construction Statement (D)						
	HREEO approval of project start (Section 3, Affirmative Action, and VOP) (D)						
	 Email [contractcompliance@ci.stpaul.mn.us] the following documents to HREEOs for 						
	review:						
	 Identification of Prime and Sub Contractor 						
	 Monthly Employment Utilization Form 						
	HREEOs approved on:						
SECON	ID DISBURSMENT (CONSTRUCTION DRAWS) – (FOLDER TAB 4)						
	Documentation of payment requests and change orders (D)						
	Lien waivers from general contractor and subcontractors (D)						

	HREEO approval of project start [Section 3, Affirmative Action, and VOP] (D)
	o Email [contractcompliance@ci.stpaul.mn.us] the following Documents to HREEOs for
	Review:
	 VOP compliance reporting at: https://stpaul.diversitycompliance.com/
	Subs, suppliers and payments reported in B2Gnow
	 Identification of Prime and Sub Contractor
	 Monthly Employment Utilization Form
	Section 3 quarterly reports (where applicable)
	 HREEOs approved on:
CONST	RUCTION CLOSEOUT – (FOLDER TAB 5)
	Documentation of payment requests and change orders (D)
	Lien waivers from general contractor and subcontractors (D)
	HREEO approval of project start [Section 3, Affirmative Action, and VOP] (D)
	 Email [contractcompliance@ci.stpaul.mn.us] the following Documents to HREEOs for
	Review:
	 VOP Compliance Reporting at: https://stpaul.diversitycompliance.com/
	 Subs, suppliers and payments reported in B2Gnow
	 Identification of Prime and Sub Contractor
	 Monthly Employment Utilization Form
	 Section 3 quarterly reports (where applicable)
	Lead-based paint hazard clearance testing [if renovation of home built prior to 1978] (D)
	Radon mitigation verification submittal (D)
	Post-construction: Home Energy Rating System (HERS) Report (D)
	Energy Star Certification (D)
	Asbestos Disposal Manifest (D)
	Final Waste Management Report (D)
	Certificate of Substantial and Final Completion (D)
	Permit closeout/code compliance (D)
	Winter work agreement (D)
	Final lien waivers (D)
	Certificate of Occupancy or Certificate of Code Compliance (D)
THIRD	DISBURSEMENT (CONSTRUCTION DRAWS) – (FOLDER TAB 6) also see Property Specific
Homeb	ouyer File Checklist(s) for additional items
	HRA Declaration of Covenants, or (H)
	HRA NSP Homebuyer Assistance note and mortgage (H)
	Final project budget/cost summary [method to determine value gap] (D)
	Soft cost receipts (D)
	Enterprise Green Communities Certification (D)
	MHFA NSP Housing Improvement Standards (NSP 1 MHFA or NSP 3 MHFA projects only) (D)

HOMEBUYER FILE CHECKLIST

1101-1	EBO I ER I I EE	. GIIL GILL							
Develo	per								
Proper	ty Address(es)								
	f Application								
	perty/Funding	Historia Caracala I				d. tale also		-t	
								nt proposal. Required forms ca //stpaul.gov/inspiringcommuni	
	completed by Developer						, (<u></u>	,	
	- 1. 1./.		0000	0					
	Funding used (circ	-	CDBG	CHIF	LHIA	HRA	FHLB	120	
	Max AMI for end-	-buyer (circle	one)	50	60	80	115	120	
MARKI	ETING AND BUYER	ELIGIBILITY -	(FOLDE	R TAB 1)					
Proper	ty Marketing								
	Evidence of affirm	native market	ing outr	each [in	complia	nce with	n RFP ap	plication] (D)	
	Method for determining sales price [NSP homes only] (D)								
	Purchase Agreem	ent - both acc	cepted a	nd rejec	ted purc	hase ag	reemen	ts are to be retained [N	۱SP
	sales must be con	ntingent on bu	ıyer qua	lifying fo	r the as	sistance	– includ	le addendum] (D)	
Buyer l	Eligibility								
	Initial executed 1	st lender's ap	plication	[1003]	(D)				
	HRA Data Privacy	Notice and To	<u>ennesse</u> i	n Warnir	ng (D)				
	Land lease agreement [land trust houses] (D)								
	Income Calculation Worksheet and backup documentation [in compliance with HUD Part 5]								
	(D)HomeStretch	certificate [fro	m NSP-a	approve	d agency	/] (D)			
	Lender's appraisal (D)								
	Lender/Owner's title insurance policy (if purchased) or attorney's title opinion (D)								
	Authorization to Release Information (D)								
	Documented method to determine affordability gap (H)								
	NSP Loan Commitment Letter (if NSP funding in project) (H)								
CLOSIN	IG DOCUMENTS –	(FOLDER TAB	2)						
	Final executed 1s	t lender's app	lication	[1003] (I	D)				
	Settlement stater	nent or closin	g docum	nent [HU	D-1] (D)				
	MHFA CHIF House	ehold Demog	raphic/P	roject In	formation	on [if M	HFA Imp	act Fund in project] (D	ı)
	City of Saint Paul	_		-			·		
	Insurance policy l				litional i	nsured	(D)		
	Errors and omissi	_							

CLOSING DOCUMENTS (Continued) – (FOLDER TAB 2)

W-9 (D)
Homestead Affidavit [copy] (D)
Original executed mortgage and note (D)
Request for notice of foreclosure (D)

TENANT FILE CHECKLIST

Developer		
Property Address(es)	Unit #	
Date of Application		
for Property/Funding		

Create individual Tenant Checklist/File for each unit associated with the development proposal. Required forms can be accessed by clicking on the links in this checklist or by viewing the Inspiring Communities webpage at [http://stpaul.gov/inspiringcommunities].

D = Items completed by Developer and H = Items completed by HRA.

F

<u>FUNDI</u>	NG AND AFFORABILITY RESTRICTIONS					
Project	t Funding(check which restrictions apply)					
	NSP ≤ 50% AMI, Low HOME Rent less the utility allowance					
	NSP > 50% but ≤ 120% AMI, fair market rent less the utility allowance					
	CDBG ≤ 80% AMI, 60% Tax Credit Rent less the utility allowance					
	Other					
	Affordability period start date:					
	Affordability period end date:					
<u>ELIGIB</u>	LE LEASE RATE AND PROPERTY INFORMATION					
	Number of bedrooms:					
	Square footage of rental unit:					
	After rehab appraisal (include in 1st tenant file only)					
	,					
	Method for determining lease rate (see rental manual)					
	Allowable lease rate:					
TENAN	IT INFORMATION					
	Tenant:					
	o Last Name					
	o First Name					
	o Middle Initial					
	Lease Dates:to					
	Household Questionnaire					
	Income Calculation Worksheet and backup documentation (in compliance with HUD Part 5)					
	HUD Demographic Affidavit					
	Fully executed lease					
	Retain copies of rejected tenant applications for each round of tenants					